

**ASSISTANT CHIEF INVESTIGATOR**  
(Unclassified Management)

**DEFINITION:**

Under administrative direction, to assist in planning, directing, organizing, coordinating, and evaluating the overall activities of the District Attorney's Bureau of Investigations; to assist in developing and implementing policies and procedures related to a wide range of criminal investigations; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one-position, unclassified management class allocated only to the District Attorney's Office. The incumbent reports to the Chief Investigator and is responsible for formulating policies, and assisting in the overall management of the Bureau of Investigations, which provides investigative support to Deputy District Attorneys on prosecuted criminal cases.

**EXAMPLES OF DUTIES:**

Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the District Attorney's Bureau of Investigations providing investigative support to Deputy District Attorneys on prosecuted criminal cases; formulates and implements policies and procedures related to a wide range of criminal investigations; develops methods and techniques used for conducting a wide range of investigations; reviews, monitors, and approves investigative reports used for the evaluation and prosecution of criminal cases; testifies in court as necessary; ensures that the Bureau's activities and programs conform to applicable Federal and State laws, codes, and regulations; assists in developing the Bureau's annual budget, and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares legal documents, reports, and correspondence related to the progress and findings of investigations; act as a liaison with law enforcement agencies, defense attorneys, media, outside public and private agencies, and provides information to County departments, the public, and agency representatives on departmental activities; performs special investigations or projects as assigned by Chief Investigator or District Attorney; acts in the absence of the Chief Investigator; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- General Management System (GMS) in principle and in practice.
- Principles, methods, and techniques of investigation including the collection, preservation, and presentation of evidence, basic identification techniques, and modus operandi.
- Current issues and topics in a variety of investigative areas (arson, homicide, medical-legal).
- Laws of arrest, search and seizure, rules of evidence and courtroom procedures.
- Methods and use of scientific investigative equipment.
- Interviewing and interrogation techniques .
- Principles and practices of supervision and training.
- Principles and theory of public administration, including: general administration, human resource management, fiscal management, and accounting.

**Skills and Abilities to:**

- Assist in planning, directing, organizing, coordinating, and evaluating the overall activities of the District Attorney's Bureau of Investigations, providing investigative support to Deputy District Attorneys on prosecuted criminal cases.
- Assist in developing and implementing policies and procedures related to a wide range of criminal investigations.
- Develop methods and techniques used for conducting a wide range of investigations.
- Review, monitor, and approve investigative reports used for the evaluation and prosecution of criminal cases.
- Ensure that the Bureau's activities and programs conform to applicable Federal and State laws, codes, and regulations.
- Develop the Bureau's annual budget, and monitor revenues and expenditure transactions.
- Identify and resolve operational problems.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from law enforcement, governmental, media, and other agencies.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience, which demonstrate possession of the knowledge and skills stated above. An example of such education/experience is: Eight (8) years of experience performing criminal investigations for a Federal, State, or local law enforcement agency, three (3) years of which must have included managing and administering the overall activities of a major investigative division, AND completion of the following:

1. California P.O.S.T or federal law enforcement academy, AND
2. The 80-hour District Attorney Investigation and Trial Preparation Course required by P.O.S.T.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Certification:**

The incumbent must possess either:

1. A valid California Advanced P.O.S.T. Certificate; OR,
2. A certificate from a Federal law enforcement academy of ten weeks or longer.

**Peace Officer Provisions:**

1. Appointees enter the County Retirement System as a Safety member and are not under Social Security.
2. The appointee is a "Peace Officer" as defined in the California Penal Code, Section 830.1 for the purpose of carrying out the duties of their employment, and as such will be required to purchase and carry a firearm, holster, and handcuffs.

**Working Conditions:**

The appointee may be required to perform investigative duties and assignments during irregular work hours.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check, which may include a polygraph examination.

**Medical/Physical Exam:**

Prior to appointment, candidates must be found by a licensed physician, to be free from any physical, emotional, or mental conditions, which might adversely affect exercising the powers of a peace officer. Employment offers are contingent on passing a rigid medical examination and a psychological evaluation. Vision must be at least 20/100 in each eye, correctable to 20/30 or better.